

## **ADMINISTRATIVE PROCEDURE - College of Agriculture and Natural Resources**

Sub-unit: AGNR

Subject: Proposal Review dependent on lead time

Effective Date: 12/3/2015

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### **A. Purpose**

To formalize the level of review of proposals submitted for extramural funding, routed through AGNR Pre-Award Services (AgPAS). In partnership with AGNR faculty, AgPAS strives to route all proposals to the Office of Research Administration and Advancement (ORA), though the thoroughness of review will now be proportional to lead time provided. This approach is consistent with ORA's, and the campus at large.

### **B. Procedure**

Proposals received by AgPAS 6+ days prior to sponsor's deadline will receive full review against the RFP, including the Statement of Work. All formatting standards will be verified and/or corrected, all budget issues resolved and certified (including extensive overhaul if needed) both for UMD and our external partners, all of the sponsor's forms accounted for and reviewed, and all administrative details checked and made compliant.

Proposals received by ApPAS 4-5 days prior to review will receive same level of review for proposals received 6+ days in advance, with exception of editing of the Statement of Work and major overhaul of budget(s).

Proposals received by AgPAS 2-3 days prior to the sponsor's deadline will have budget issues resolved and certified, with remaining time spent reviewing sponsor's forms and checking administrative details.

Proposals received by AgPAS on the day before and day of the sponsor's deadline will be reviewed as workload permits, routed to ORA with either minimal or no review.

AgPAS provides a critical function to the college, working in partnership with its faculty and staff. Feedback and suggestions are welcome; please provide to the contacts below.

### **C. Contact**

Dan Ramia, Assistant Dean, Finance and Management  
Chris Aubry, Asst. Director, AgPAS